



Property Accountability Field Supervisor

Details

Job ID : 336

Title : Property Accountability Field Supervisor

Job Code : 813

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR OVERSEEING THE SYSTEMATIC OPERATION OF PROPERTY ACCOUNTABILITY.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- GOOD COMMUNICATION SKILLS
- LIFT 50 POUNDS

Job Preferred Knowledge

- AUTOCAD EXPERIENCE

Job Duties

- TRAINS, SCHEDULES, SUPERVISES DEPARTMENT STAFF
- ASSURES ALL RECORDS AND REPORTS ARE TIMELY AND ACCURATE
- ASSISTS WITH PROCEDURAL PROBLEMS
- REVIEWS COMPLETED WORK
- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED